

General Services Division Safety Program and Policy Manual

SUBJECT: **Eye and Face Protection**

NUMBER: 98-0102

Revisions: 12/1/2004

DATE: 11/1/98

Purpose

The purpose of this policy is to set forth requirements to provide eye and face protection for employees of the General Services Division (GSD) for use while performing work processes where eye or face protection is required under OSHA Regulation 1910.133.

Policy

Each affected employee shall use appropriate eye and face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation. *Employee* is defined as a full-time permanent, a full-time probationary, or a time-limited employee. Affected teams include, but are not limited to GSD teams: Building Maintenance, Building Systems, Environmental/Energy, Custodial, State House Maintenance Team, Horticulture, Statewide Building Services, and Construction and Planning.

Eye and face personal protective equipment is considered the last means of protecting an employee from on-the-job hazards. However, in many cases safety glasses, goggles and face shields are the only means of protection, or may be necessary in combination with other controls. Engineering and administrative controls should always be considered first.

Procedures

1. Equipment used to protect the eyes and face shall be approved by the American National Standards Institute(ANSI).
 - Eye protection shall comply with Z 87.1 - 2003 "American National Standards Practice for Occupation and Educational Eye and Face Protection," or later edition.
 - Safety glasses shall be equipped with permanent side shields.

NOTE: Although the lenses in prescription glasses are referred to as "safety glass," these lenses do not meet the requirements for workplace safety. Safety glasses shall be distinctly marked with the manufacturer's name and other identification as well as ANSI Z 87.1 - 2003.

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2. Each affected employee who wears prescription lenses while performing work processes that involve eye hazards shall wear eye protection that incorporates the prescription in its design, or shall wear eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or the protective lenses. When the work environment entails exposures to chemicals, vapors, splashes, radiant or intense heat, molten metals, or a highly particulate atmosphere, contact lens use should be restricted accordingly. In situations where significant risks of eye injuries exist, employees may wear contact lenses, but only when worn with other appropriate industrial eye protection. The job process and frequency shall determine the type of eye protection used.
3. Each affected employee shall use eye protection that provides side protection from hazards of flying objects.
4. Face shields function as protection for the eyes and face and can be used to supplement eye protection. Face shields are not permitted as a substitute for eye protection. As a general rule, face shields should be worn in combination with other eye protection.
5. The prescription purchase procedures do not apply to contract or temporary employees. Vendors of contract employees shall be advised by the respective GSD Team, if their employees perform tasks that place them at risk when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.
6. If contract or temporary employees need eye or face protection, teams may have available goggles, face shields or disposable safety glasses. Loaned safety equipment may be provided and returned after use.
7. Visitors may be exposed to eye hazards. Each supervisor shall ensure that visitors are provided with appropriate eye protection when a hazard exists. To provide ready access to eye protection for visitors, the Team should provide visitor safety glasses in an accessible location outside the area, which contains an eye hazard. Consideration should be given to providing visitors safety glasses that can fit over prescription glasses.
8. Goggles may be worn instead of safety glasses; however the proper goggle must be selected for the work process from the following descriptions:
 - The first type is designed to withstand impact only and is generally vented through the sides of the goggles to prevent fogging.
 - The second type has indirect vents designed to prevent splashes or particles from reaching the eyes and impact. The vents are capped and limit air flow.

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- The third type is not vented and is designed only to exclude vapors and fumes. An anti-fogging treatment is required with this type of eye protection.
9. A product's label and/or its material safety data sheet (MSDS) must be consulted to determine if it could be injurious to the eyes, and whether individual eye and/or face protection is required.
10. Eye wash facilities shall be provided in the immediate vicinity of locations where corrosive chemicals are routinely used, mixed, handled, or stored. New eye wash facilities shall comply with the latest edition of ANSI Z 358.1 to the extent possible. Where use or handling of corrosive chemical(s) is transient or where an approved water supply is not available, consideration should be given to portable eye wash facilities. 10. Eye and face protection must be properly maintained in order to be effective. Employees must report damaged eye protection and face shields to their immediate supervisor.
11. Signs shall be posted in areas requiring eye and/or face protection where eye hazards routinely exist. The signs may be posted on entry doors or near areas where the hazards exist. Examples of areas requiring eye protection include shops (wood, machine), construction sites, and chemical laboratories. Signs shall be in accordance to OSHA 1910.145, and shall be yellow with black letters. The sign shall read:

CAUTION
Eye Protection
Required

12. Each new employee shall receive training that includes the following information:

- When eye protection is necessary;
- What type of eye protection is required;
- The possible injuries that can occur as the result of failure to wear the provided eye protection;
- How to properly put on, take off, adjust, and wear the eye protection;
- The limitation of the eye protection; and,
- The proper care, maintenance, useful life and disposal of the eye protection.

Refresher training shall be provided when:

- The employee demonstrates a lack of knowledge;
- Different eye protection is provided to the employee;
- Periodically as deemed necessary by supervision.

13. Eye and face protection for welding shall be in accordance with OSHA 1910.133, Appendix A for the appropriate shades of eye protection for specific welding operations. When referring to eye protection for electromagnetic radiation (infrared, visible, ultraviolet) the term "tint" should not be confused with "shade." Tinted eye protection is designed to offer minimal (lower level) protection against visible light and ultraviolet radiation. Filter shades are designed for welding operations and offer a much higher degree of protection.

14. Failure to wear eye or face protection as required by this policy will be treated in accordance with the GSD Disciplinary Action Procedures.

Purchase Procedures for Prescription Glasses

1. Employees who meet the requirements of this program and who elect to purchase prescription safety glasses must have an eye examination from the optometrist or ophthalmologist of their choice. The eye exam must have been within the last 24 months and is at the employee's expense.
2. The employee must complete the Palmetto Optical Laboratory Form (POL) and present to his/her Team Leader or designated representative.
3. The Request for Prescription Safety Glasses Form shall be reviewed and approved by the Team Leader or designated representative.
4. Safety Glasses will be provided by Ears & Eyes, Inc., d.b.a., Palmetto Optical Laboratory (Vendor). Palmetto Optical Laboratory contracts sales and fitting to Folline Vision Center in the Boozer Shopping Center, 1631 ½ Broad River Road, Columbia, SC. The employee shall present the approved POL Form to

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the Vendor's representative. When the glasses are delivered to the employee, the Vendor's representative will properly fit the safety glasses.

5. The General Services Division will pay \$75.00, including taxes, or the purchase price of the prescription safety glasses, whichever is less. The vendor will have a standing Purchase Order (P.O.) with GSD. The employee is responsible to pay the Vendor in full for any amount exceeding \$75.00.
6. The General Services Division will provide for the purchase of prescription safety glasses as described in this policy. It is the intent of this policy that replacement prescription glasses will normally occur no more than once per year. However, Team Leaders have some latitude in this decision based on individual situations. The purchase of prescription safety glasses is not necessarily provided on an automatic annual basis and is based on the need for replacement as deemed appropriate by the Team Leader.
7. Follow Instructions and Description Summary of Options Notice as follows:

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Instructions and Description Summary of Options "Notice" for –

General Services Division
SC Budget and Control Board

New: 12-01-2004

Account # S-158

Procedure for Employee to Order Prescription Safety Eyewear and/or Professional Services

1. Obtain a POL Authorization Form from the Team Leader or designated representative.
2. The employee is required to use the POL Approved Provider to order Rx safety eyewear.
3. If not, the employee will be responsible for payment and correctness of your required Rx safety eyewear.
4. The approved POL provider is: Folline Vision Center in the Boozer Shopping Center, 1631 ½ Broad River Road, Columbia, SC.
5. The POL approved provider will help you select the correct authorized Rx safety eyewear and will order your Rx safety eyewear.
6. Your Rx safety eyewear is usually ready within 3-5 working days.
7. Please call Folline Vision Center to check the status of your Rx Safety eyewear.
8. When your Rx safety eyewear is completed and received, a representative from Folline Vision Center will verify that your order is correct and fits properly.

The Descriptions Summary of Options (DSO) lists the Rx safety eyewear options that are required, allowed or not-allowed by GSD and is shown on this form as well as the POL Authorization Form. GSD pays a total of \$75.00 including tax, toward your Rx safety eyewear.

It is always best to have regular eye examinations in order to protect your eye health and to assure that any vision problems are properly diagnosed, treated, corrected. GSD requires that your Rx (prescription) be within twenty-four (24) months of ordering your Rx safety eyewear.

Employees may be examined by the eye treatment center of their choice and bring the prescription to the POL Provider. However, for convince, you may make an appointment for an eye exam with the: Folline Vision Center who can provide you with professional eye examinations and other professional vision care services. This helps in making sure the prescription for your safety eyewear is correct. If there is any problem in correcting the prescription, it can be promptly resolved by the POL Provider.

Check with the Folline Vision Office regarding their participation in your State vision Plan, if applicable.

If you have a current prescription, take it with you to the POL Provider. If you use your own doctor, have them to enter your prescription on the POL Form or ask them for a copy of your prescription and take it with you to the Folline Vision Center.

If you have any questions or concerns, please discuss them with POL Approved Provider or you may call Kirk Peterson, Director of Vision Safety Programs at: Local (803) 799-8168 or Toll Free 1.800.845.2231 or pager (803) 214-4572.

Occupational Safety Eyewear Products Meet or Exceed ANSI Z87.1-2003 Standard

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New: 12-01-2004

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Description Summary of Options (DSO) for RX Safety Eyewear

OPTION DESCRIPTION

OSEP Specifications

Lens Styles:

Single Vision, Bifocal, Trifocal
Progressive I w/SRC (No Line)
Progressive II w/SRC (Adaptar)
Progressive III w/SRC (Natural, Ovation)
Computer Lens w/SRC (Access)

Employee Option
Employee Option
Employee Option
Employee Option
Employee Option

Lens Standard:

High Impact
Polycarbonate (Includes SRC & UV)
3mm ANSI Standard

Required
Required
Required

Lens Coatings/Tints

Scratch Resistant Coating (SRC)
Ultra-Violet Protections (UV)
Anti-Reflective Coating (ARC)
Tint, Solid (light)
Tint, Solid (dark)
Tint, Gradient
Transitions
Photochromic Glass (PGX)
Tint-Glass (Light or Dark)

Included w/ Polycarbonate
Included w/ Polycarbonate
Employee Option
Employee Option
Not Allowed
Employee Option
Employee Option
Not Allowed
Not Allowed

Titmus Frame Collection (see Chart)

Titanium Selection "A"
Exclusive Selection "B"
Trendsetters Selection "C"
Premiere Selection "D"
Fasiongrade Selection "E"
Baseline Selection "F"
Standard Selection "A"

Employee Option
Employee Option
Employee Option
Employee Option
Employee Option
Employee Option
Employee Option

Sideshields

T-LOC + Sideshields
Clip-on Sideshields

Required
Required

Dispensing Fee:
Shipping/Handling:
Dual Invoice Charge, if applicable:

\$10.00
\$ 1.75
\$ 2.25

Eye Exam/Prescription (Rx):

GSD Paid
Employee Responsible

Rx must be within 24 months of ordering eyewear.
NO
YES

Occupational Safety Eyewear Products Meet or Exceed ANSI Z87.1-2003 Standard